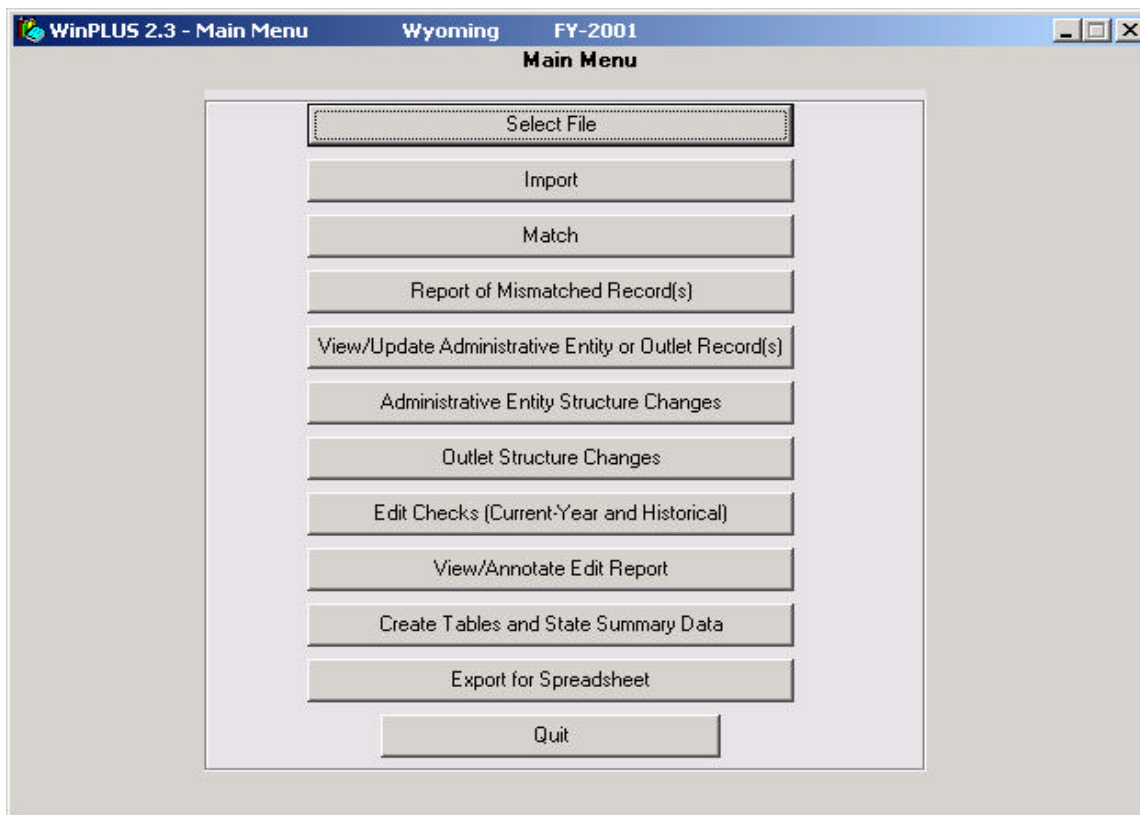


## 5 WinPLUS MAIN MENU OPTIONS

After the user selects the current-year data file and enters the state characteristics data, WinPLUS automatically displays the Main Menu that has 12 options, as shown below.



From the WinPLUS Main Menu the user can select any of the menu items by clicking on the option. Each of these options is discussed in detail on the following pages.

### 5.1 Select File

WinPLUS automatically enters this function when starting up (see section 4.2—Select Data File). You will only need to use this option if you wish to work on a different data file than the one you selected when you started WinPLUS, or if you wish to access the state characteristics data (reporting period start and end dates and state population figures).

From the 'Select File' screen, you may select your 'Current Year' or 'Prior Year' data file. The database is listed under 'Select A File to Open' and is named **FSCS\_XX\_FYZZZZ.MDB**, where 'XX' is your two-letter state abbreviation, 'FY' is fiscal year, and 'ZZZZ' is the ending year of the fiscal reporting period—2001 for the current data collection). After you have selected the file, choose 'Open'.

When you are ready to enter your current-year data, you may use one of two methods: direct data entry via the keyboard, or data import from an external file. Select ‘View/Update Administrative Entity or Outlet Record(s)’ from the WinPLUS Main Menu if you choose to enter your data directly. If you choose to import your data, see section 5.2—Import, for instructions. (Note: Other menu options are also involved in the import procedure, and the user is encouraged to review the instructions for those options included in this manual before using them.)

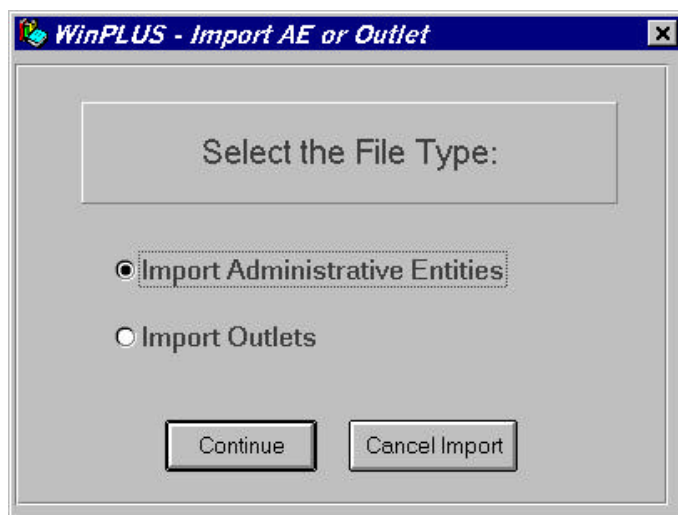
## 5.2 Import

### 5.2.1 Overview of Import

WinPLUS performs an automatic "Read and Validate" routine (discussed in section 5.2.3) during the import process to make sure the data are formatted correctly. The user cannot make changes to the data during this routine. Import files should conform exactly to the specifications provided in 'Appendix B—Administrative Entity Import File Specifications' and 'Appendix C—Outlet Import File Specifications'. If you are unable to import successfully, please contact the PLS Census staff by phone at (800) 451-6235 or by e-mail at [govs.pls@census.gov](mailto:govs.pls@census.gov). Please keep a copy of the original import file for Census to review.

### 5.2.2 Selecting the Type of File to Import

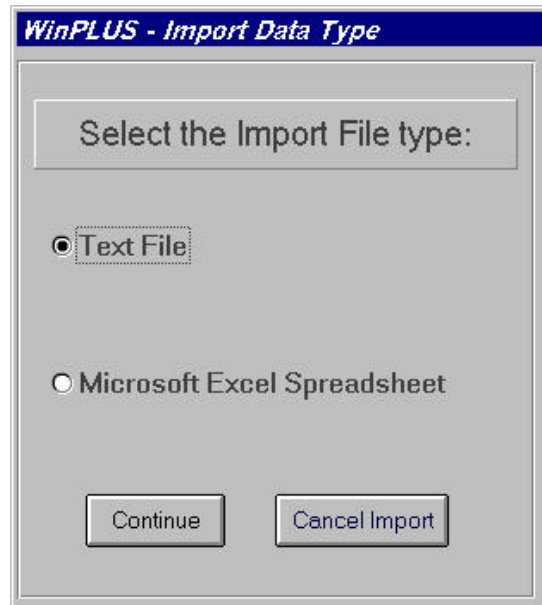
Both administrative entity and outlet files can be imported into WinPLUS, but WinPLUS imports them in sequence, not simultaneously. To initiate an import, choose 'Import' from the WinPLUS Main Menu. A screen asking the user to select the type of file to import is displayed:



#### Selecting the File Type

Choose 'Import Administrative Entities' or 'Import Outlets' depending on the type of file you plan to import. Choose 'Continue' to start the import process. To return to the WinPLUS Main Menu, choose 'Cancel Import'.

If the user chooses 'Import Administrative Entities', a menu is displayed with two available file formats for administrative entities: 'Text File' and 'Microsoft Excel Spreadsheet'. (**Note: If the user chooses 'Import Outlets', the only option is 'Text File'. See the section below entitled 'Using the Macro Facility to Convert (Export) Spreadsheets to Text Files' if you need to create a text file from your outlet spreadsheet.**) Select the type of file that you will import into WinPLUS and choose 'Continue' to proceed with import, or choose 'Cancel Import' to return to the WinPLUS Main Menu.



### Microsoft Excel Spreadsheet Format

WinPLUS supports the import of a Microsoft Excel Spreadsheet that is compatible with the administrative entity import file specifications (see appendix B). **When importing an Excel spreadsheet, you must have a row of labels at the top of the spreadsheet. Otherwise, you will lose one data record because the first row gets dropped during import.**

If you experience any problems importing the spreadsheet, use the macros provided with the WinPLUS installation package. These macros create ASCII flat (text) files from Excel spreadsheets. **WinPLUS\_Macros.xls** contains the macros and is located in the same directory as the WinPLUS software.

### Using the Macro Facility to Convert (Export) Spreadsheets to Text Files

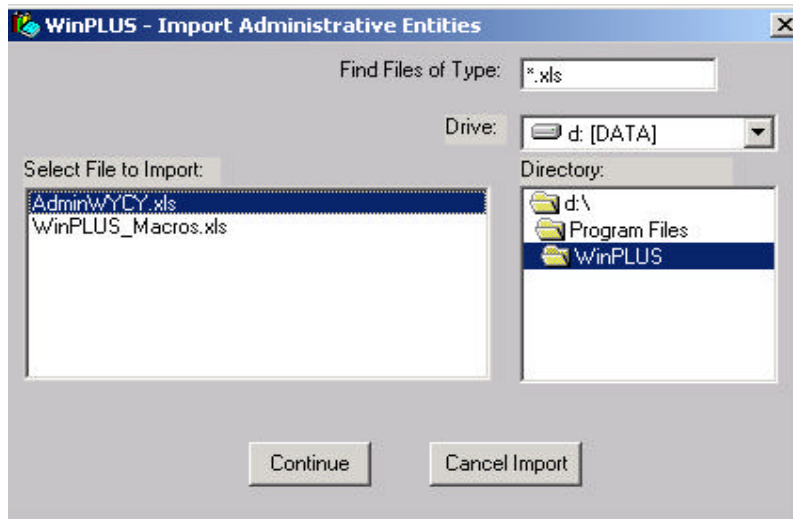
- ?? Open WinPLUS\_Macros.xls and choose to Enable Macros.
- ?? The spreadsheet containing data to be converted (exported) to a text file must be active (i.e., the user must be viewing the file).
- ?? Select Tools, Macro, and Macros... to see a dialog box containing the macros named 'WinPLUS\_Macros.xls!Export\_Administrative\_Entities' or 'WinPLUS\_Macros.xls!Export\_Outlets'.
- ?? Highlight the appropriate macro name and click on 'Run' to start the macro.
- ?? Navigate through the message boxes until you reach the final one that tells you the name of the text file just created. Import this text file into WinPLUS.

### ASCII Flat File Format

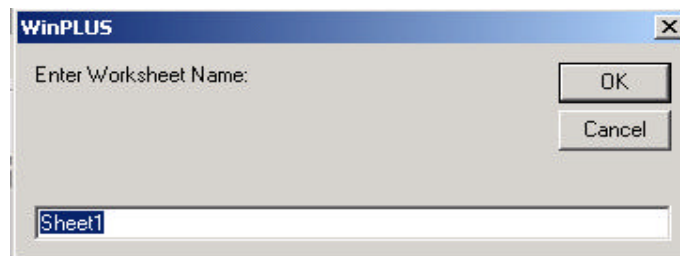
ASCII flat files can be used to import administrative entities and outlets provided they conform exactly to the administrative entity and outlet import file specifications (see appendices B and C). The ASCII file name can be any legitimate WINDOWS name with any extension (.TXT is most common for text files). The administrative entity ASCII flat file can contain only administrative entity records; outlet records must be removed. Conversely, the outlet ASCII flat file can contain only outlet records; administrative entity records must be removed. Columns with a width of one or greater must have a valid entry. Use a -1 if you do not know the answer for an item.

### 5.2.3 Read and Validate

After the user selects the import file type and format, WinPLUS will display a screen that asks for the import file criteria, the drive where the file is located, and the data file name.



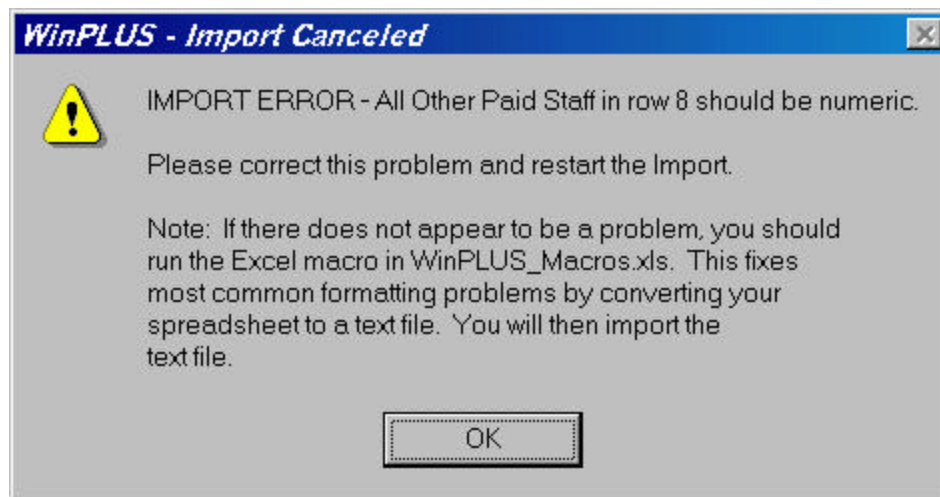
If you are importing administrative entities using an Excel spreadsheet, WinPLUS will ask you to enter the worksheet name. The default name is 'Sheet1'. If you have given your worksheet a different name, enter the name.



After the user has selected the type and format of file to import, the import begins. First, WinPLUS automatically opens the import file and 'reads' (copies) the data within it to a temporary WinPLUS table. For ASCII text files, WinPLUS then validates the data against the administrative entity import file specifications or the outlet import file specifications (see appendix B or C, respectively). While reading and/or validating the import file, WinPLUS will display the message "Reading Rec #...", showing WinPLUS's progress.

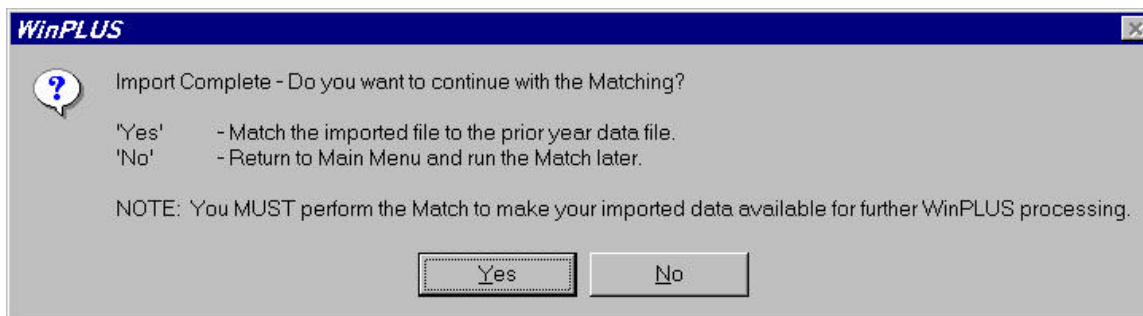
Note: The 'Read and Validate' process does not change the original import file. If you are experiencing problems with importing your administrative entity file in Excel, your spreadsheet probably does not match what WinPLUS is expecting. If you receive a pop-up message that the import was canceled

due to an 'IMPORT ERROR', see “Using the Macro Facility to Convert (Export) Spreadsheets to Text Files” in section 5.2.2 to convert your spreadsheet to a text file that you can import into WinPLUS.



## 5.2.4 Import Complete

At the completion of importing, you have the option of (1) continuing with the matching routine, which matches current-year records against prior-year records, or (2) returning to the Main Menu and running the matching routine later. Select 'Yes' to continue with matching or 'No' to return to the Main Menu.



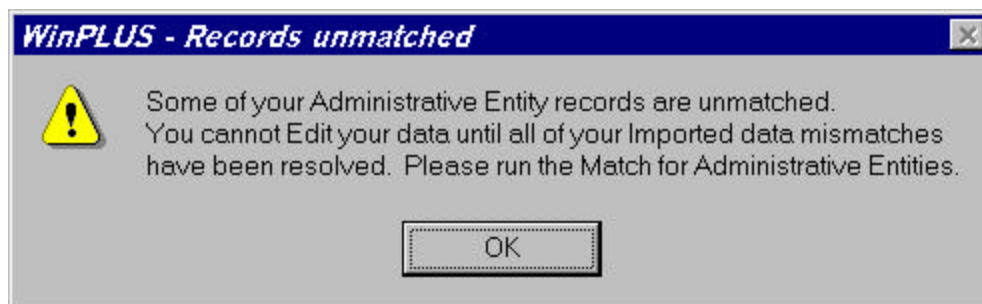
### 5.3 Match (Used with Imported Data Only)

The 'Match' feature, used with imported data only, follows the 'Read and Validate' import routine. Please note the following:

- ?? The Match processes is designed as a separate routine from Import. This lets you complete the Import operation even if you cannot immediately resolve all Match questions. Also, you do not need to complete the Match routine in one session. If you did not run the matching routine at the completion of importing your data, you must run it via the 'Match' option on the Main Menu. *Please note: You must complete the Match before proceeding with any other WinPLUS operations.*
- ?? The 'Match' option on the Main Menu will not run if: (1) you did not import your data (i.e., you performed direct data entry), or (2) your data were not imported successfully. In either case, you will receive the following message if you select the 'Match' option on the Main Menu:



- ?? The 'Edit Checks (Current Year and Historical)' option on the Main Menu will not run if you imported data but did not run the matching routine. If you try to run the edit checks, you will receive a message prompting you to run the "Match" feature:



- ?? If you select the 'Match' option from the Main Menu, you will be prompted to begin matching on administrative entities (A) or outlets (O). **To complete the matching process, you must match on administrative entities (A) and on outlets (O).**